

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CONOP-17**

**For:** State and County Offices

**Processing FY 1997 and FY 1998 Contract EOA's**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

After national EOA reserves established to fund FY 1997 and FY 1998 EQIP contract EOA's became exhausted, use of current year funds was authorized.

From FY 1997 through FY 2002 1<sup>st</sup> allocation, EQIP funds were apportioned by OMB to CCC. Beginning with the FY 2002 2<sup>nd</sup> allocation, EQIP funds are now apportioned to NRCS. CCC and NRCS funds must be tracked separately. At the current time, the automated system cannot track CCC and NRCS funds separately for any contract entered into before FY 2002.

Therefore, current year funds cannot be used to fund EOA's on any contract entered into FY 1997 through FY 2001.

NRCS has determined to revise its policy regarding the use of LHHS no-year funds. LHHS no-year funds are now authorized to be used to fund FY 1997 and FY 1998 contract EOA's.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2004	State Offices; State Offices relay to County Offices and NRCS State Offices

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### **1 Overview (Continued)**

#### **B Purpose**

This notice informs State and County Offices of the following:

- unobligated and deobligated LHHS no-year funds have been recalled from States and are being used to establish a joint national reserve for FY 1997 and FY 1998 contract EOA's
- procedure for State NRCS Offices to submit requests to NRCS national headquarters to fund FY 1997 and FY 1998 contract EOA's
- approved requests will be funded from the joint national reserve to the extent funds remain available.

#### **C Related Directives**

A subsequent notice will provide updated EOA policy for all contract year EOA's.

#### **D Contact**

If there are questions about this notice, State Offices shall contact Lynne Winemiller, CEPD at 202-720-4053.

#### **E Consultation**

NRCS national headquarters has reviewed and is in agreement with the contents of this notice.

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### **2 Processing FY 1997 and 1998 Contract EOA's**

#### **A Requesting National Reserve Funding**

State NRCS Offices are responsible to submit requests for EOA funding. The following procedures are recommended:

- use CCC-913 for all requests for EOA reserve funding (see Exhibit 1)
- batch-process EOA requests
- submit on a monthly basis to NRCS national headquarters by FAX to Director, COD at 202-720-4265
- ensure CCC-913 contains signature of State Conservationist or designee approving request and date before submission
- copy to State FSA Office with CCC-913.

#### **B Requests Submitted Before Notice Issued**

Requests submitted before the date this notice was issued will be processed by the National Office. Do not resubmit requests previously submitted without confirming the previous request was not received.

### **3 Action**

#### **A NRCS National Office Action**

NRCS national headquarters will:

- receive all requests for EOA reserve funding
- enter requests in database
- provide FSA CEPD a written report of approved requests and amount.

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### 3 Action (Continued)

#### B FSA National Office Action

FSA CEPD will:

- prepare CCC-357's to issue EOA reserve funds
- forward CCC-357's to FSA BUD for approval
- notify FMD to transfer e-funds on applicable national e-funds ledger.

FSA BUD will sign and FAX approved CCC-357's to applicable State FSA Office with copy to NRCS National EQIP Program Manager.

FSA FMD will transfer e-funds at the national level.

CEPD will transfer e-funds to the State e-funds ledger.

#### C NRCS State Office Action

State NRCS Offices should follow the provisions of this notice to request funding for FY 1997 and FY 1998 contract EOA's.

#### D FSA State Office Action

State FSA Offices shall:

- upon receipt of CCC-357 and notification by the National Office that funds have been transferred to the State in e-funds, allot funds in e-funds to applicable County Offices
- notify State NRCS that funds have been received and allotted to applicable County Offices in e-funds
- ensure applicable County Offices timely and accurately issue EOA payments:
  - for FY 1997 contract EOA's, using XX8001/1997
  - for FY 1998 contract EOA's, using XX8001/1998
- continue to return deobligated LHHS no-year funds to FSA CEPD as returned from County Offices.

**3 Action (Continued)**

**E County FSA Action**

County FSA Offices shall:

- provide a copy of this notice to and discuss with NRCS
- once e-funds allotment is received from State Office, promptly process and issue any EOA payments due.

**F Local NRCS Action**

When an error, omission, or appeal modification to an EQIP contract is needed, local NRCS Office should request approval of State Conservationist or designee.

Local NRCS office should include both of the following in the request:

- contract identification information
- amount requested.

Example of CCC-913, Revised Contract Modification Request Form

This form is available electronically.

**CCC-913**  
(09-02-03)

**U.S. DEPARTMENT OF AGRICULTURE**  
Commodity Credit Corporation

**REVISED CONTRACT MODIFICATION REQUEST FORM**

For Requesting Funds from the National EQIP EOA Reserve for FY 1997, FY 1998, FY 1999, FY 2000, and FY 2001 EQIP Contracts.

State Offices are required to use CCC-913 for all requests for EOA reserve funding. On a monthly basis (first working day), submit the funding requests to the National Office for processing at the following:

**To:** Director, COD, NRCS

**Attn:** EQIP, Program Manager NRCS  
@ 202-720-4265 (FAX number)

1. From: State Name			2. Fax Number (including Area Code)					
3. Date of Request (MM/DD/YYYY)			4A. Contact Name (State Office)			4B. Telephone Number (including Area Code)		
5. Fundcode (xxxxxx)	6. Fundcode Year (xxxx)	7. County FIPS Code (xxxxx)	8. Contract Number	9. EOA Funds Requested	10. Reason (Contract Modification)			
					a. Error	b. Omission	c. Appeal	d. Practice Failure
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
11A. NRCS State Conservationist or Designee				11B. Date (MM/DD/YYYY)				